

LAST REVISED DATE: 03/21/2018

General Information

Task	Process Information
Associating a Contract to a Dispatched PO	The association of Contracts to PO line(s) gives the Judiciary the ability to accurately track expenses against contracts.


GEARS Navigation

Purchasing > Purchase Orders > Add/Update Express POs	Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update Express POs
---	---

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the Find an Existing Value tab. Enter the PO number and click Search	<p>Express Purchase Order</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit = MDJUD</p> <p>PO ID begins with 0000059790</p> <p>Purchase Order Date =</p> <p>PO Status =</p> <p>Short Vendor Name begins with</p> <p>Vendor ID begins with</p> <p>Vendor Name begins with</p> <p>Buyer begins with</p> <p>Buyer Name begins with</p> <p>PO Type =</p> <p>Purchase Order Reference begins with</p> <p><input type="checkbox"/> Hold From Further Processing</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>

2. Click on the **Contract Search** icon , on the PO line(s) that you want to associate with a contract.

Express Purchase Order

Purchase Order

Business Unit MDJUD
PO ID 0000059790
Copy From

PO Status Dispatched
Budget Status Valid

☐ Hold From Further Processing

▼ Header

*PO Date 10/21/2016 Vendor Search

*Vendor SHURAINC-001 Vendor Details

*Vendor ID 0000013507 SHURA INC

*Buyer FIELD_BUYER

PO Reference Food Services Court Process Wk

Header Details
PO Defaults
PO Activities
Requisitions
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments
Document Status

Backorder Status Not Backordered

Create BackOrder

Receipt Status Not Recvd
*Dispatch Method Print

Dispatch

Amount Summary

Merchandise 125.00
Freight/Tax/Misc. 0.00
Total Amount 125.00 USD
Encumbrance Balance 0.00 USD

Calculate

Add Items From

Catalog Purchasing Kit

Item Search

Select Lines To Display

Search for Lines
Line To

Retrieve

Lines


Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1		Food Services for Court Processes Work Item 212 characters remaining	1.0000	EA	0401	125.00	Approved

Find

First 1 of 1

Last

3. Enter the Contract number and click **Search**.

Note: You can also search for the contract by clicking on the search icon .

Select the contract line by checking the box ☒ and then click **OK**.

Contract Search

Search Criteria

SetID SHARE
Contract ID K16-0064-25
Contract Style
Contract Process Option
Description
Master Contract ID
Contract Reference Type
PO Date 10/21/2016

Vendor SetID SHARE
Vendor ID 0000013507 SHURA INC
Item SetID SHARE
Item ID
Item Description Food Services for Court Process Work Gro
Category 0401
Corporate Contract

Search

Clear

▼ Contract Details

Personalize | Find | View All | First 1 of 1 Last

Item Detail

Contract Reference

Contract Detail

ITF

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price
<input checked="" type="checkbox"/>	K16-0064-25	1	Cat Cntrct	0401				

OK

Cancel

Refresh

4. Click **Save**.

Note: Please repeat the above steps for all lines on a multi-line PO.

*Buyer FIELD_BUYER

PO Reference Food Services Court Process Wk

Header Details
PO Defaults
PO Activities
Requisitions
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments
Document Status

Amount Summary

Merchandise 125.00
Freight/Tax/Misc. 0.00
Total Amount 125.00 USD
Encumbrance Balance 0.00 USD

Calculate

Add Items From

Catalog Purchasing Kit

Item Search

Select Lines To Display

Search for Lines
Line To

Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1		Food Services for Court Processes Work Item 212 characters remaining	1.0000	EA	0401	125.00	Approved

Find

First 1 of 1

Last

Expand All

Collapse All

View Printable Version

View Approvals

Go to ... More ...

Save


Return to Search

Notify

Refresh

Add

Update/Display

5.	If the PO Status reverted back to "Approved", you will need to  the PO again.	<div data-bbox="662 275 1461 667"><div><div>PO Status</div><div>Approved</div></div><div><div>Budget Status</div><div>Valid</div></div><div><input type="checkbox"/> Hold From Further Processing</div><div><div>Receipt Status</div><div>Not Recvd</div></div><div><div>*Dispatch Method</div><div>Print</div><div>▼</div></div><div><div>Dispatch</div></div></div>
You've completed the steps necessary to associate a Contract to a PO line.		

**End of Document**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.